

PDM Position Information Screen

(Managers complete portions in bold type)

Item	Completed by:	Comments
File Name	System populates from file name selected by the creator of the PD	
Agency Position Number	System generated when position is saved to agency files.	
OPM Functional Code	HR	
Reason for Submission	HR	
Explanation (show any positions replaced)	HR	
Other Reason for PD	HR	
Organizational Level	HR or Supervisor	Select "field" from drop down menu."
Employing Office Location	HR or Supervisor	Select Dryden from drop-down menu.
Duty Station	HR	
OPM Certification Number	N/A	
Fair Labor Standards Act	HR	
Financial Statements Required	HR	
Subject to IA Action	HR	
Service Type	HR	
Position is	HR or Supervisor	Options are: Supervisory, Managerial, Or Neither
Sensitivity	HR or Supervisors	Drop-down menu provides options. Value is determined by the supervisor using a sensitivity evaluation form, which is under development. For the time being, most of our positions fall into the "Non-sensitive, i.e., limited impact" category.
Competitive Level	HR	
Organization Code	HR or Supervisor	Enter appropriate Dryden org code
Random Drug Testing	HR	
Appointees Subject to Random Drug Testing	HR	
Classified/Grade by	HR	
Name and Title of Official Taking Action	N/A	
Organization Title of Position	Supervisor	Enter the individual's duty title, ie., Director, Flight Operations, if applicable. (This is any title the organization attaches to the position as opposed to the official OPM title or the AST title, which are determined by OPM classification standards and the AST schematic.
Department, Agency, or Establishment	HR or Supervisor	Type: NASA.
Second Subdivision	HR or Supervisor	This is the name of the directorate or single code office
Third, Fourth and Fifth Subdivision	HR or Supervisor	The next level of the organization
Name and Title of Immediate Supervisor	Supervisor	The individual signing the PD.
Name and Title of Higher Level Supervisor	Not used	
Cover Sheet Remarks	HR	
Introductory Statement for Position Description	Supervisor	This introduces the PD by describing the organization, it's mission and nature and purpose of the job. This is equivalent to the introductory paragraph in use on PDs under the manual system. The system will also populate this block with the NASA Classification Code (NCC) descriptor.
Other Significant Facts:	HR or supervisor	Most of these are self-explanatory and should only be used if considered appropriate to the position. If you have question, talk to your HR Specialist.

